

COMMUNITY OUTREACH COORDINATOR

Recruitment #1505-4436-001

List Type Exempt

Requesting Department DOA - CENTRAL SVCS - ADMIN

Open Date 5/16/2015

Filing Deadline 5/26/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS EXEMPT FROM CIVIL SERVICE

Appointment and continued employment is at the pleasure of the Director of Administration.

PURPOSE

To provide targeted public education and information on issues which impact the City of Milwaukee.

ESSENTIAL FUNCTIONS

- Work to improve the quality of life of Milwaukee residents by improving safety and addressing citywide problems through targeted public education and information efforts.
- Focus efforts in the initial years on reducing the demand for drugs, improving educational achievement, increasing school attendance rates, and other topics that affect the health of the city.
- Raise awareness about issues that impact the city as a whole through public education and information, working in collaboration with community stakeholders.
- Mobilize diverse community stakeholders in addressing citywide problems.
- Develop educational methods and materials appropriate for specific problems, and target specific populations. Special attention will be given to youth and prevention strategies.
- Evaluate existing policies and programs relevant to specific problems and make recommendations for improvement.
- Advocate for positive change working in concert with a diverse group of community stakeholders including youth.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

This new position will establish and maintain effective collaborative relationships with education, health, and other community entities that focus on improving public safety, health, and the quality of life of Milwaukee residents.

This may include but is not limited to establishing relationships with:

- Office of Mayor Tom Barrett
- City of Milwaukee Common Council
- Milwaukee Black Male Achievement Advisory Council
- City of Milwaukee Health Department
- City of Milwaukee Office of Violence Prevention

Community Outreach Coordinator (DOA , Administration)

- Milwaukee Public Schools
- Milwaukee County Substance Abuse Prevention Coalition
- Milwaukee Fatherhood Initiative
- Housing Authority of the City of Milwaukee
- Community-based organizations

MINIMUM REQUIREMENTS

- Bachelor's degree or equivalent from an accredited college or university; and three or more years related experience and/or training in the area of public health, public relations, community relations, program development and/or other community organizing experience.
- Valid driver's license and availability of a properly insured personal vehicle for use on the job at time of appointment and throughout employment. Mileage reimbursement is provided.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Strong oral and written communications skills.
- Ability to coordinate data collection and conduct research through the engagement of public officials, youth, adolescents, community leaders and organizers, department managers and others.
- Ability to solve problems, formulate practical solutions and measure results.
- Ability to establish and maintain collaborative relationships with individuals and community leaders from a various sectors including government, business, education, philanthropic and community groups and organizations.
- Must be Microsoft Office proficient (*i.e., Word, PowerPoint, Excel, etc.*).
- Demonstrated commitment to the City and local residents.

CURRENT SALARY

The current starting salary (PG 2HX) for City of Milwaukee residents is \$54,865 annually. The non-resident starting salary is \$53,519 annually. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Administration reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.